

THE CITY OF LONG BEACH

IS SEEKING A MANAGER OF PERSONNEL OPERATIONS



CITY OF
LONG
BEACH



THE COMMUNITY

Majestically located on the Pacific Ocean south of Los Angeles adjacent to Orange County, the City of Long Beach, California (population 487,000) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, the annual Toyota Grand Prix of Long Beach plus a wide variety of other attractions serve to draw over four million visitors a year.

The City is also home to California State University, Long Beach and Long Beach City College.

While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. As the fifth largest city in California, Long Beach has been referred to as the "most diverse city" in the country by *USA Today*. Priding itself on the depth of its integrated ethnic diversity, the City is home to the largest Cambodian population outside of Cambodia. The majority of residents are widely represented by Hispanic, Caucasian, African American and Asian populations.

The Port of Long Beach combined with the adjacent Port of Los Angeles is the busiest on the West Coast; the volume of cargo tonnage handled make the combined port the nation's largest container facility and the second busiest in the world. The City also has its own full-service commercial airport which has become a favored travel-friendly alternative to other Southern California airports by offering preferred flight schedules, carriers, and overall accessibility. In addition, Los Angeles' rail transit system, the Metro Blue Line, has numerous stops within the City and throughout the region.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, the City consists of more than 163,000 households. Thirty-two percent of the population is under the age of 20. The median family income is slightly under \$40,000, however, nearly 25 percent of families earn more than \$75,000 per year.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City

Attorney, City Auditor, and City Prosecutor. City Council members are subject to a two-term limit, which allows them to serve for a maximum of eight years.

In addition to all traditional municipal services, the City also includes the enterprise operations of the Airport and the Port, as well as its own Health and Human Services, Water, Gas and Oil Properties Departments. The City Council is assisted by various commissions. Commissioners are nominated by the Mayor and approved by the City Council. As with the City Attorney, City Auditor, and City Prosecutor, the Civil Service Commission, Board of Water Commissioners, and Board of

Harbor Commissioners oversee the operations of their respective areas.

The City Council appoints a City Manager to oversee the administration of 14 City departments, excluding those under the direction of a separately elected official, Board or Commission. The City is supported by a total budget of approximately \$1.8 billion, including a FY04-05 General Fund budget of \$373 million. Approximately 6,000 employees comprise the City's workforce with most represented by nine bargaining units.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department provides employment classification, compensation, staff development, records management, integrated payroll/personnel system, employee benefits, equal employment opportunity (EEO), Americans with Disabilities (ADA), employee relations, as well as risk management, safety and loss prevention services for all City departments. Working in coordination with the City's Civil Service Department, who provide recruitment and selection services for the City's classified positions (approximately 90% of all City positions), the Human Resources Department assists all City departments in acquiring, developing and retaining high-quality non-classified employees, and is responsible for the development and implementation of citywide personnel policies and procedures. The Human Resources Department also administers the City's grievance/conflict resolution system for non-classified employees.

Having daily interaction with each City department, the Human Resources Department's customer service is vitally important to the effectiveness of the City organization.

The Human Resources Director, who reports to the City Manager, leads the department and manages its current year \$7.5 million operating budget and 24 employees. The



department is organized under two primary bureaus: Personnel Operations and Risk Management, as well as three divisions: EEO/ADA, Employee Benefits and Services and Safety and Loss Prevention. The Bureau managers and Division officers report directly to the Human Resources Director, and, together, form the Department's Management Team.

THE MANAGER OF PERSONNEL OPERATIONS

The Manager of Personnel Operations is an at-will employee appointed by the City Manager and reports to the Human Resources Director. The Manager provides control and direction for a Bureau responsible for the City's employee relations, classification/compensation, conflict resolution, citywide staff training, and records management programs, as well as the integrated payroll/personnel system. The Manager oversees an operating budget of \$1.4 million, and a staff of 7.5 employees that include four analysts, two technicians and one clerical position. The staff provides daily advice and counsel to all City departments on a wide range of human resources issues.

The Manager works closely with the Director in the negotiation and administration of labor agreements with the City's nine employee bargaining units, and serves as a key resource in the city's grievance/conflict resolution process. The Manager also maintains and revises the City's classification and compensation plan; provides technical support to City departments for their management recruitment activities; directs the City's automated/integrated payroll/personnel system; maintains control over personnel files and records; administers and updates the city's Salary Resolution and Personnel Ordinance; designs and presents employee training and staff development activities; develops and implements city-wide human resources policies and procedures; and serves as liaison to the Civil Service Commission and its staff. The Manager may also serve as Acting Human Resources Director as necessary.

Due to the sensitive nature of the functions performed by the Personnel Operations Bureau, the Manager's relationships with elected officials, leadership of employee organizations, officials from other governmental organizations, as well as department heads, managers, supervisors and employees are particularly critical. Developing and maintaining credibility is essential.

CHALLENGES AND PRIORITIES

Primary issues facing the City that will require the Manager of Personnel Operation's attention include:

City Budget - Not unlike other municipalities, Long Beach is facing serious fiscal challenges. In 2002, the City forecast a \$102 million General Fund deficit. Working closely with the community, the City developed an aggressive Three-Year Financial Strategic Plan to address the structural deficit. During the first two years, the City has been successful in implementing many aspects of the Plan including the elimination of over 400 positions. The remaining deficit will be addressed over the next year through a carefully designed balance of cost reductions and revenue enhancements. The Personnel Operations Bureau will need to address the impacts the resulting changes will cause both to individual employees and affected departments.

Employee Relations – The City's budget situation in recent years has led to the City being currently in negotiations with all nine recognized employee groups. Despite the difficult nature of the situation, the City and its employee organizations have maintained open communication and professional relationships as they seek to find mutually acceptable terms. The Manager will assist the Director in each of these negotiations, perhaps taking a lead role in some sessions. The Manager will be responsible for the implementation of all approved memoranda of understanding, including the appropriate training of managers and supervisors on new provisions.

IDEAL CANDIDATE

The ideal candidate will be a seasoned and knowledgeable human resources professional with extensive experience as

the lead negotiator for labor agreements, and work in a diverse political environment. Experience in a large, multi-function public sector organization is desirable. The ability to cultivate and maintain strong interpersonal relationships in a dynamic environment is absolutely essential. The successful candidate will have strong customer service orientation; good staff management skills; be effective communicator who can forge creative solutions to difficult challenges; and possess a healthy sense of humor and an

optimistic attitude to fit well within an energetic and dedicated team.



Specific qualifications are as follows:

Experience

A minimum of five years responsible experience, including at least two years in management or supervisory level, in all areas of human resources administration, with major emphasis in labor relations, conflict resolution, classification, compensation, and staff development. Detailed knowledge of applicable state and federal laws is essential. Knowledge of California's Meyers-Milias-Brown Act is especially desirable.

Education

A Bachelor's degree in public administration, industrial relations or closely related discipline is required. A Master's degree is desirable.

COMPENSATION & BENEFITS

An initial annual salary of **\$80,000 - \$100,000** is available depending on qualifications of the appointee. In addition, the City's generous benefits package includes:

Retirement – City currently offers CalPERS 2.7%@55 plan, coordinated with Social Security.

Vacation – Twelve days after one year of service; 15 days after four years, six months; 20 days after 19 years, 6 months of service.

Sick Leave – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

Holidays – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.

Executive Leave – Five days per year.

Auto Allowance – \$180 per month.

Bereavement Leave – Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed.

Health Insurance – Several plans are available: One HMO, two indemnity plan options and a point-of-service (POS) plan. The City pays part of the premium for employee and dependents depending on the health/dental plan selected.

Dental Insurance – Two dental plans are available for employees and dependents.

In-Hospital Indemnity – City-paid in-hospital indemnity plan for in-patient hospital stay.

Life Insurance – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.

Disability – City-paid short-term and long-term disability insurance.

Management Physical – Annual City-paid physical examination.

Deferred Compensation – Available through three plan providers.

APPLICATION & RECRUITMENT SCHEDULE

To be considered for this challenging career opportunity, please submit your resume (reflecting years **and** months of positions held), and cover letter with the names of three work-related references, and current salary by **Tuesday, May 31, 2005** to:



CPS EXECUTIVE SEARCH

241 Lathrop Way

Sacramento, CA 95815

916.263.1401

Fax 916.561.7205

E-mail: resumes@cps.ca.gov

Website: www.cps.ca.gov/search

For additional information about this recruitment please contact either Kris Kristensen or David Harris.

Following the final filing deadline, candidates with the most relevant qualifications will be invited to interview with a consultant in early June. Candidates determined best suited for the position will be reported to the City. The City is expected to invite approximately 6 candidates to interviews in Long Beach sometime June 27-July 1. An offer of appointment is anticipated in mid July, following reference and background checks, and a final interview.

The City of Long Beach is an Affirmative Action/Equal Opportunity Employer and values diversity at all levels of the organization.

